



STATE OF TENNESSEE

INFORMATION AND INSTRUCTIONS FOR THE TENNESSEE CAREER SERVICE EMPLOYMENT PROCESS

HOW TO OBTAIN JOB INFORMATION

Our State government is the largest employer in Tennessee with over 37,000 Career Service employees working in over 1,400 different job classifications. For the vast majority of these job classifications, you may submit an application at any time regardless of whether or not a vacancy currently exists. You may obtain information about the Career Service job classifications by visiting the Tennessee Department of Personnel's Web site at the address listed below.

WWW.STATE.TN.US/PERSONNEL

Using the **Job Search** feature provided at this web site, you may obtain information on any job classification in Tennessee state government. This includes job descriptions (with minimum qualifications), salary information, testing information, and number of positions/vacancies by county or by department. If you do not have access to the internet, you can obtain information on state job classifications by visiting the Department of Personnel in Nashville or by visiting one of the many Career Centers or local offices of the Department of Labor and Workforce Development located throughout the state.

You should use information from these sources to identify jobs of interest to you. Be sure to fully compare your education and experience qualifications with the requirements indicated for each job of interest. To ensure the timely processing of your employment application, enter the exact State of Tennessee job titles for which you are applying in the space provided on the first page of the application form. If you wish to apply for more than eight job titles, you may attach additional copies of the front page to your application with up to eight titles listed on each copy.

If you have any questions regarding the application process please call (615) 741-4841 or send your questions via e-mail to mike.o'neal@state.tn.us.

HOW TO BEGIN THE APPLICATION PROCESS

The first step in the Career Service employment application process is completion of the State of Tennessee Employment Application form. The form should be completed **using black ink** so that it can be legibly reproduced. Please make sure you provide all required information. **If you omit information, it may be necessary for the Department of Personnel to return your application to you. Unsigned applications will not be accepted.**

Do not submit originals of personal documents, as they will not be returned to you. Legible photocopies of the application and attachments are acceptable. Your completed application should be submitted to the Department of Personnel at the address (or fax number) listed on page 1 of the application form. After submitting your application, you may be required to complete additional forms. If so, these forms will be mailed to you. Please include your social security number on all correspondence.

BE SURE TO KEEP A COPY OF YOUR APPLICATION FOR YOUR FILES

AFTER YOUR APPLICATION IS SUBMITTED

For each job classification you apply for, your application is evaluated to determine whether or not you meet the education, experience, and/or other special requirements for the job. If a job classification requires a written test, you will be sent testing instructions in the mail. When a job classification does not require a written test, the information on your application will be used for evaluating and rating your training and experience. This may include your education, experience, and any licenses or certificates that you possess. All evaluation/examination results will be mailed to you. Applicants attaining a passing score on either a rating of their education and experience or a written test will be added to the list of eligibles for the job classification in which a passing score was obtained. Scores received on a rating of education and experience are normally valid for a period of two years. Scores received on a written or computer administered test are valid until such time as the examination is revised and the register is abolished.

TESTING

Tennessee Career Service examinations are administered on a daily basis (Mon.-Fri.) at the Department of Personnel in Nashville. Most tests are administered on computer. No appointment is needed for the testing location in Nashville. Applicants may be admitted for testing any time between the hours of 8:30 a.m. and 1:00 p.m. Applicants wishing to test in a location other than Nashville must be scheduled for a specific testing session based on the testing location preference selected by the applicant on the application form. The testing admission letters sent to these applicants will provide the specific testing location and will either specify a date and time for testing or provide a telephone number to call to make an appointment for testing.

Certain applicants may be eligible for an alternative examination procedure to that described in the previous paragraph. The Americans with Disabilities Act and Tennessee law [TCA 8-30-302(b)] authorize the Department of Personnel to provide a work test period as an alternative Career Service examination for individuals who as a consequence of a disability lack sensory, manual, or speaking skills needed to take some examinations. If you believe you are eligible for the alternative examination, please call (615) 741-0441 or TDD (615) 741-6276 to request information about this option.

HIRING

As Career Service job vacancies occur, agencies request certified lists of eligible applicants to fill the vacant positions. If your score is high enough for a particular job classification, your name may be certified to the agency as an eligible applicant. You will be mailed a notice of the job opening and asked to contact the agency within seven days of the date on your notice to schedule an interview. An agency is required to make an employment decision from the top five interested and available applicants when hiring from an open list of eligible applicants and from the top three when hiring from a promotional list of eligible applicants.

LATERAL TRANSFERS

If you are a current Career Service employee and would like to transfer to another position within your current classification, you may request that your name be placed on the lateral transfer list. No application is required. Just call the Applicant Services Division at (615) 741-4841. The lateral transfer list will be provided to hiring agencies, upon their request, as vacancies occur.

INFORMATION AND INSTRUCTIONS (Continued)

--GENERAL INFORMATION--

A Change in Application Requirements: You should provide your complete education and experience background information with this application if you have not submitted a full and complete application since March, 1999. This applies to all applicants, including current State employees. This change in application procedures was made as a result of changes in the Department of Personnel's application processing and maintenance procedures. These changes have been made in an effort to enhance the quality of services provided to applicants, employees, and hiring agencies.

To Re-apply: In applying for additional jobs in the future, you may submit an abbreviated application, omitting your previous education and work experience information. However, you should always include information on the experience that you've gained since your last application. Even if you have continued in the same job, that job should be listed in job block A to show that you've continued working in that position.

Important Information: Applications must often be returned to obtain a small piece of information overlooked by the applicant. Please review your application carefully to make sure that all the requested information is included.

It is recommended that you include your name and social security number on any additional documents or supplemental information you include with your application. If you choose to fax your application, it is recommended that you write your name and social security number on each faxed page. To allow for the most timely processing of applications, we ask that you **DO NOT** submit a duplicate of your faxed application in the mail.

BE SURE TO KEEP A COPY OF YOUR APPLICATION FOR YOUR FILES. DO NOT INCLUDE PAGE 2 WHEN YOU ARE ASKED TO PROVIDE A COPY OF YOUR APPLICATION FOR AN EMPLOYMENT INTERVIEW.

COUNTY PREFERENCES/LEGAL COUNTY CODES

On page 1 of the application form, you are asked to select your county work preferences and indicate your legal resident county. Use the county codes from the list below to record this information.

County Preferences: You may choose up to five counties for your work location preferences or you may choose **STATEWIDE "99"** to be considered for all counties. A map of Tennessee is provided to assist you in selecting the counties in which you are willing to accept employment.

Legal Resident County: Your legal resident county is the county in which you reside and to which you definitely intend to return even though you may be temporarily absent. **Non-state residents must indicate "00" as their legal county code**

| | | | | | | |
|--------------|---------------|--------------|---------------|---------------|---------------|---------------|
| 01 Anderson | 15 Cocke | 29 Grainger | 43 Humphreys | 57 Madison | 71 Putnam | 85 Trousdale |
| 02 Bedford | 16 Coffee | 30 Greene | 44 Jackson | 58 Marion | 72 Rhea | 86 Unicoi |
| 03 Benton | 17 Crockett | 31 Grundy | 45 Jefferson | 59 Marshall | 73 Roane | 87 Union |
| 04 Bledsoe | 18 Cumberland | 32 Hamblen | 46 Johnson | 60 Maury | 74 Robertson | 88 Van Buren |
| 05 Blount | 19 Davidson | 33 Hamilton | 47 Knox | 61 Meigs | 75 Rutherford | 89 Warren |
| 06 Bradley | 20 Decatur | 34 Hancock | 48 Lake | 62 Monroe | 76 Scott | 90 Washington |
| 07 Campbell | 21 Dekalb | 35 Hardeman | 49 Lauderdale | 63 Montgomery | 77 Sequatchie | 91 Wayne |
| 08 Cannon | 22 Dickson | 36 Hardin | 50 Lawrence | 64 Moore | 78 Sevier | 92 Weakley |
| 09 Carroll | 23 Dyer | 37 Hawkins | 51 Lewis | 65 Morgan | 79 Shelby | 93 White |
| 10 Carter | 24 Fayette | 38 Haywood | 52 Lincoln | 66 Obion | 80 Smith | 94 Williamson |
| 11 Cheatham | 25 Fentress | 39 Henderson | 53 Loudon | 67 Overton | 81 Stewart | 95 Wilson |
| 12 Chester | 26 Franklin | 40 Henry | 54 McMinn | 68 Perry | 82 Sullivan | |
| 13 Claiborne | 27 Gibson | 41 Hickman | 55 McNairy | 69 Pickett | 83 Sumner | |
| 14 Clay | 28 Giles | 42 Houston | 56 Macon | 70 Polk | 84 Tipton | |

99 Statewide - You will be considered for vacancies throughout the state regardless of location. Use this code for county preferences only.

00 Non-state residents - Use this code for legal county information only.

Use the State of Tennessee map below to assist you in selecting county preferences.



Attention Applicants: You may retain the instruction sheet for your records. You do not need to submit it with your application.

--Do not write in shaded area - office use only--

CITIZENSHIP STATUS: Employment consideration for some jobs may be limited to U.S. citizens. Please indicate your citizenship status below.

Are you a U.S. citizen? YES ☐ NO ☐ If no, specify your current alien status: _____

TESTING: If you are willing to take any necessary examinations, please indicate your testing location preference from the choices below.

MARK ONE ___ 06 Cleveland ___ 28 Pulaski ___ 57 Jackson ___ 79 Memphis
 ___ 19 Nashville ___ 47 Knoxville ___ 67 Livingston ___ 82 Kingsport

If you would like information sent to you on alternative examinations or other testing accommodations for persons with disabilities, please call (615) 741-0441 or TDD (615) 741-6276. See information under the heading "Testing Information" on side A of Information and Instructions for further information about the employment testing process.

VETERANS INFORMATION: Tennessee veterans preference points are only added to passing examination scores on Career Service appointment registers. To receive veterans preference points, you must be a present or former member of the United States Armed Forces, have served on active duty during the service eligibility periods listed below (unless otherwise noted), have received an honorable discharge, and be a legal resident of the State of Tennessee (i.e., have resided in the State of Tennessee for the past two-year period or possess a Tennessee voter registration card). Veterans meeting these conditions will have **five (5) points** added to their passing examination scores. For veterans with a ten percent (10%) or greater service-connected disability, **ten (10) points** will be added to their passing examination scores. **Ten (10) points** will be added to the passing examination scores of the spouse or unremarried spouse of a one hundred percent (100%) service-connected disabled veteran or the unremarried spouse of a veteran killed on active duty during the eligibility periods listed below. **Five (5) points** will be added to the passing examination scores of the spouse or unremarried spouse of a one hundred percent (100%) service-connected disabled veteran or unremarried spouse of a veteran killed on active duty during any other time period.

Service Eligibility Dates: W.W.II (12-7-41 to 12-31-46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada or Panama Expeditions (ONLY IF AWARDED THE ARMED FORCES EXPEDITIONARY MEDAL); and Operation Desert Shield/Storm (8-2-90 to end date not established).

TO CLAIM VETERANS PREFERENCE, CHECK THE APPROPRIATE BOX BELOW AND SUBMIT PROOF AS INDICATED IN THE TABLE.

☐ Proof will be submitted under separate cover ☐ Proof is Attached ☐ Proof has previously been submitted to Applicant Services

| | | | | | | | |
|-----------------------------------|----------------------|----------------------|--|----------------------|----------------------|---------------------------|----------------------|
| Date of Entry in Military Service | | | Date of Separation from Active Service | | | Rank at Time of Discharge | Branch of Service |
| Month | Day | Year | Month | Day | Year | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

VETERAN STATUS:

Veteran

10% Disabled Veteran

Spouse-100% Disabled Veteran

Spouse-Veteran killed on active duty

REQUIRED DOCUMENTS:

submit document 1 only

submit documents 1 and 2

submit documents 1 and 3

submit documents 1 and 4

DOCUMENT TYPES:

1. Discharge (DD Form 214) showing entry and honorable discharge date from active military service.
2. *Statement from Veterans Administration showing veteran's 10% service-connected disability.
3. *Statement from Veterans Administration showing veteran's 100% service-connected disability.
4. Statement from Veterans Administration showing veteran was killed while on active duty.

***Statement must have been issued from Veterans Administration within last six months.**

*****OPTIONAL INFORMATION*****

DEMOGRAPHIC INFORMATION: The following information is for Equal Employment Opportunity/Affirmative Action purposes only. Information requested is to be completed on a **voluntary** basis. Data will be held **confidential** and only used in accordance with applicable Federal law. Refusal to provide information will not subject the applicant to any adverse treatment.

RACE A. ☐ White B. ☐ Black C. ☐ Hispanic D. ☐ Asian or Pacific Islander
 E. ☐ Native American Indian F. ☐ Alaskan Native G. ☐ Other

SEX A. ☐ Male B. ☐ Female

****DATE OF BIRTH**

| | | |
|----------------------|----------------------|----------------------|
| MONTH | DAY | YEAR |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

**For qualifying purposes, some jobs have minimum age requirements. If you apply for a job for which there is a minimum age requirement, you may be asked to provide date of birth information.

EXPERIENCE BACKGROUND

Important - Please Read

Instructions: You should provide your **complete work history** in the experience background section on the following pages **unless you have submitted a full and complete application since March, 1999**. This applies to **all applicants, including current State employees**. In providing your complete work history information, you may use copies of pages from previous applications to construct one complete and up-to-date application. **If you have submitted a full application since March, 1999**, you may omit your prior work experience, **except for the experience you have gained since the time of your last application**. Even if you have continued in the same job, that job should be listed in job block A to show that you've continued working in the same position.

To complete your work history, use the job blocks provided below and on the following pages, beginning with your present or most recent job in job block A. If necessary, you may attach additional sheets to provide your complete work history in the format shown below. It is important that you accurately describe the major responsibilities associated with each job you have held, along with all other requested information for each job. **Incomplete information may lower your application rating.** If you moved to a different position within the same organization and your major duties changed, you must list each position as a separate job. For military experience, it is important that you include the dates and pay grade for each position held. Unpaid, volunteer or part-time work experience may also be included with your work experience history. **You may submit an employment resume to supplement your application; however, you must describe your major job responsibilities in the format below to ensure accurate scoring of your application.**

If you have not reviewed the information above, please do so now to be sure you complete this section correctly.

JOB A

TITLE OR RANK OF POSITION : _____

EMPLOYED FROM

| | | |
|--|--|--|
| | | |
|--|--|--|

 TO

| | | |
|--|--|--|
| | | |
|--|--|--|

MO. YR. MO. YR.

REASON FOR LEAVING : _____

AVERAGE # OF HRS. WORKED PER WEEK: _____ STARTING ANNUAL SALARY : _____ LAST ANNUAL SALARY : _____

EMPLOYER NAME : _____ TYPE OF BUSINESS : _____ TELEPHONE: _____

EMPLOYER ADDRESS : _____
STREET CITY STATE ZIP CODE

AVERAGE # OF EMPLOYEES YOU SUPERVISED : _____ NAME OF YOUR IMMEDIATE SUPERVISOR : _____

Describe your major duties /responsibilities and show approximate percent of time spent on each. Do not exceed a total of 100%.

| % TIME | DUTIES/RESPONSIBILITIES |
|--------|-------------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| 100 % | |

JOB B

TITLE OR RANK OF POSITION : _____

EMPLOYED FROM

| | | |
|--|--|--|
| | | |
|--|--|--|

 TO

| | | |
|--|--|--|
| | | |
|--|--|--|

MO. YR. MO. YR.

REASON FOR LEAVING : _____

AVERAGE # OF HRS. WORKED PER WEEK: _____ STARTING ANNUAL SALARY : _____ LAST ANNUAL SALARY : _____

EMPLOYER NAME : _____ TYPE OF BUSINESS : _____ TELEPHONE: _____

EMPLOYER ADDRESS : _____
STREET CITY STATE ZIP CODE

AVERAGE # OF EMPLOYEES YOU SUPERVISED : _____ NAME OF YOUR IMMEDIATE SUPERVISOR : _____

Describe your major duties /responsibilities and show approximate percent of time spent on each. Do not exceed a total of 100%.

| % TIME | DUTIES/RESPONSIBILITIES |
|--------|-------------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| 100 % | |

USING THE FORMAT ABOVE, ATTACH ADDITIONAL SHEETS IF NECESSARY TO COMPLETE YOUR EMPLOYMENT HISTORY.

JOB C

EMPLOYED FROM TO
MO. YR. MO. YR.

TITLE OR RANK OF POSITION : _____

REASON FOR LEAVING : _____

AVERAGE # OF HRS. WORKED PER WEEK: _____ STARTING ANNUAL SALARY : _____ LAST ANNUAL SALARY : _____

EMPLOYER NAME : _____ TYPE OF BUSINESS : _____ TELEPHONE: _____

EMPLOYER ADDRESS : _____
STREET CITY STATE ZIP CODE

AVERAGE # OF EMPLOYEES YOU SUPERVISED : _____ NAME OF YOUR IMMEDIATE SUPERVISOR : _____

| Describe your major duties /responsibilities and show approximate percent of time spent on each. Do not exceed a total of 100%. | |
|---|-------------------------|
| % TIME | DUTIES/RESPONSIBILITIES |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| 100 % | |

JOB D

EMPLOYED FROM TO
MO. YR. MO. YR.

TITLE OR RANK OF POSITION : _____

REASON FOR LEAVING : _____

AVERAGE # OF HRS. WORKED PER WEEK: _____ STARTING ANNUAL SALARY : _____ LAST ANNUAL SALARY : _____

EMPLOYER NAME : _____ TYPE OF BUSINESS : _____ TELEPHONE: _____

EMPLOYER ADDRESS : _____
STREET CITY STATE ZIP CODE

AVERAGE # OF EMPLOYEES YOU SUPERVISED : _____ NAME OF YOUR IMMEDIATE SUPERVISOR : _____

| Describe your major duties /responsibilities and show approximate percent of time spent on each. Do not exceed a total of 100%. | |
|---|-------------------------|
| % TIME | DUTIES/RESPONSIBILITIES |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| 100 % | |

JOB E

EMPLOYED FROM TO
MO. YR. MO. YR.

TITLE OR RANK OF POSITION : _____

REASON FOR LEAVING : _____

AVERAGE # OF HRS. WORKED PER WEEK: _____ STARTING ANNUAL SALARY : _____ LAST ANNUAL SALARY : _____

EMPLOYER NAME : _____ TYPE OF BUSINESS : _____ TELEPHONE: _____

EMPLOYER ADDRESS : _____
STREET CITY STATE ZIP CODE

AVERAGE # OF EMPLOYEES YOU SUPERVISED : _____ NAME OF YOUR IMMEDIATE SUPERVISOR : _____

| Describe your major duties /responsibilities and show approximate percent of time spent on each. Do not exceed a total of 100%. | |
|---|-------------------------|
| % TIME | DUTIES/RESPONSIBILITIES |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| 100 % | |

USING THE FORMAT ABOVE, ATTACH ADDITIONAL SHEETS IF NECESSARY TO COMPLETE YOUR EMPLOYMENT HISTORY.

JOB F

EMPLOYED FROM TO
MO. YR. MO. YR.

TITLE OR RANK OF POSITION : _____

REASON FOR LEAVING : _____

AVERAGE # OF HRS. WORKED PER WEEK: _____ STARTING ANNUAL SALARY : _____ LAST ANNUAL SALARY : _____

EMPLOYER NAME : _____ TYPE OF BUSINESS : _____ TELEPHONE: _____

EMPLOYER ADDRESS : _____
STREET CITY STATE ZIP CODE

AVERAGE # OF EMPLOYEES YOU SUPERVISED : _____ NAME OF YOUR IMMEDIATE SUPERVISOR : _____

| Describe your major duties /responsibilities and show approximate percent of time spent on each. Do not exceed a total of 100%. | |
|---|-------------------------|
| % TIME | DUTIES/RESPONSIBILITIES |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| 100 % | |

JOB G

EMPLOYED FROM TO
MO. YR. MO. YR.

TITLE OR RANK OF POSITION : _____

REASON FOR LEAVING : _____

AVERAGE # OF HRS. WORKED PER WEEK: _____ STARTING ANNUAL SALARY : _____ LAST ANNUAL SALARY : _____

EMPLOYER NAME : _____ TYPE OF BUSINESS : _____ TELEPHONE: _____

EMPLOYER ADDRESS : _____
STREET CITY STATE ZIP CODE

AVERAGE # OF EMPLOYEES YOU SUPERVISED : _____ NAME OF YOUR IMMEDIATE SUPERVISOR : _____

| Describe your major duties /responsibilities and show approximate percent of time spent on each. Do not exceed a total of 100%. | |
|---|-------------------------|
| % TIME | DUTIES/RESPONSIBILITIES |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| 100 % | |

JOB H

EMPLOYED FROM TO
MO. YR. MO. YR.

TITLE OR RANK OF POSITION : _____

REASON FOR LEAVING : _____

AVERAGE # OF HRS. WORKED PER WEEK: _____ STARTING ANNUAL SALARY : _____ LAST ANNUAL SALARY : _____

EMPLOYER NAME : _____ TYPE OF BUSINESS : _____ TELEPHONE: _____

EMPLOYER ADDRESS : _____
STREET CITY STATE ZIP CODE

AVERAGE # OF EMPLOYEES YOU SUPERVISED : _____ NAME OF YOUR IMMEDIATE SUPERVISOR : _____

| Describe your major duties /responsibilities and show approximate percent of time spent on each. Do not exceed a total of 100%. | |
|---|-------------------------|
| % TIME | DUTIES/RESPONSIBILITIES |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| 100 % | |

USING THE FORMAT ABOVE, ATTACH ADDITIONAL SHEETS IF NECESSARY TO COMPLETE YOUR EMPLOYMENT HISTORY.